

Creating a Banner in Excel

1. Click on Layout Tab
2. Click on margins icon, on drop down that appears, choose Custom Margins
3. Change all margins to .25 (smallest value)
4. Change header and footer margins to 0
5. Click on the Page Tab and change your layout from portrait to landscape.
6. Click OK
7. Click on View menu and select Normal
8. Using the drop down menu in the top toolbar, change your zoom to 25%
9. The dotted lines show page breaks. Each dotted rectangle is one page.
10. Add WordArt, SmartArt, graphics, borders, text boxes, and autosshapes. Make them large.
11. Be sure not to place an object beyond the margins
12. Go to File and select Print Preview
13. Look in the lower left corner of the screen and you will see the length of your banner displayed. Make adjustments in size if needed.
14. Trim about ½ inch from one side of each page and tape your pages together on the back